

**Instructions for Completing  
DIRECTOR'S ANNUAL  
VOCATIONAL FULL TIME EQUIVALENT AVERAGE DAILY MEMBERSHIP FORM**

**REPORT DUE DATE: July 1**

- All vocational attendance reports should be **district level** for each reporting period.

**NOTE: 3.** (see form) *Tennessee Technology Centers managed by the Tennessee Board of Regents* – If a student is to receive credit toward graduation for the class(es) taken at these centers, this class time should be accounted for in the Student's schedule. If the student will not be receiving credit toward graduation for the class(es) taken at these centers, this class time cannot be included in the schedule and the student must be reported as a partial student.

**Column 1:** Special Education Options 7, 8, 9 (Grade 'N')

- Option 7, 8, and 9 students must be reported in this column.
- These students are counted for attendance accounting the same way any other vocational education student is counted, i.e., on a Full Time Equivalent Average Daily Membership.
- Special education students served under options 7-9 are those who take vocational classes above the **23.5 hours** of special education services.

**Column 2:** Grade 7-8 FTEADM

- Family and Consumer Science and Technology Education are the only vocational classifications funded for 7th and 8th graders.

**Column 6:**

- The FTEADM **received from another school district** in a center operated by you is **added**. The FTEADM which you **sent to a vocational program operated by someone else** is **subtracted**. Districts sending and receiving students from other school district vocational centers should have the same FTEADM for the students.

- **Partial Student FTEADM**

If a student in grades 7-12 is scheduled to attend school, or a school-based program such as Co-op (up to 2 hours) for only a portion of the school day, the student's FTEADM must reflect only the portion of the school day the student is enrolled. For example, a student enrolled in classes for half of the school day will be counted as 0.5000 FTEADM.

**BLOCK SCHEDULING**

Listed below is an example of the calculations for a **1.5 hour block**

The total number of days the student was enrolled in the vocational education course during the total number of days in session. Then multiply by the number of hours in the course and divide by the length of the instructional day multiplied by the number of days in session for the school year.

**Example 1:** A student was enrolled in a 1.5-hour Vocational Education course for 180 days. The calculation would be:

$$\begin{array}{ccccccc} 180 & \times & 1.5 \text{ hours} & / & (6 \text{ hours} & \times & 180) & = & .2500 \text{ FTEADM} \\ \text{(Days} & & \text{(# Hours} & & \text{(Length of} & & \text{(Days in} & & \\ \text{Enrolled)} & & \text{Course meets)} & & \text{instructional day} & & \text{Report Period)} & & \\ & & & & \text{Excluding lunch)} & & & & \end{array}$$

**Example 2:** A student was enrolled in a 1.5-hour Vocational Education course for 165 days. The calculation would be:  
 $165 * 1.5 \text{ hours} / (6 * 180) = .2292 \text{ FTEADM}$

- Refer to the **Student Membership and Attendance Accountability Manual** for further definitions and general reporting requirements.

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